



CITY OF MESA, ARIZONA

ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS

On-Call Consultant List for Electrical, Instrumentation, and Control Inspection and Testing Services

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS	PAGE NO.
SECTION I – PROJECT DESCRIPTION	1
SECTION II – TYPICAL TASKS/SERVICES.....	2
Task 1 – Design Support Services	2
Task 2 – Construction Support Services	2
Task 3 – Commissioning Support Services	2
Task 4 – Additional Services	3
SECTION III – PRE-SUBMITTAL CONFERENCE	3
SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA	3
SECTION V – SUBMITTAL REQUIREMENTS	4
SECTION VI – SELECTION PROCESS AND SCHEDULE	5
SECTION VII – GENERAL INFORMATION	6

REQUEST FOR QUALIFICATIONS

On-Call Consultant List for Electrical, Instrumentation, and Control Inspection and Testing Services

The City of Mesa is seeking qualified consulting firms or teams to provide professional services on an on-call basis in the category of **Electrical, Instrumentation, and Control Inspection and Testing Services**.

All qualified firms that are interested in providing these services to the City of Mesa are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ).

SECTION I – PROJECT DESCRIPTION

From this solicitation, the Engineering Department will establish a list of on-call consultants for **Electrical, Instrumentation, and Control Inspection and Testing Services**. This category is further defined below:

Electrical, Instrumentation, and Control Inspection and Testing Services will include design support, construction inspections, and commissioning testing for projects associated with electrical instrumentation and control systems for the Water Resources Department. To improve the functionality and efficiency and maintenance of the electrical, instrumentation and control systems, the City utilizes Electrical, Instrumentation and Control System Inspection and Testing Services to assist the City Project Manager and Contractors with projects related to the facility and its various systems. The City has developed electrical, instrumentation and control standards and specifications to provide consistency throughout the Water Resources Department. Part of the selected consultants' role will be to update and ensure adherence to these standards and specifications on all projects during the design, construction, calibration, testing, and commissioning of the electrical, instrumentation and control systems. In addition, the selected consultants will provide operations and maintenance support when City staff is replacing existing equipment or installing new equipment.

Through this solicitation, the City of Mesa will establish a list of consultant firms. Up to four (4) consultants may be selected for this category/list and, once selected, will be referred to as being "on-call" for this category. The selection process will be tailored to projects that are anticipated to be served by the on-call list. Selection under this solicitation is not selection for a specific project (or projects), but rather qualification for on-call use during the term for which this solicitation is effective. A master contract will exist between the City of Mesa and all of the consultant teams. When a specific project is initiated, a separate Project Order with an associated scope and fee will be negotiated between the City of Mesa and the consultant for each specific project. Typical design tasks discussed in Section II refer to tasks that may be performed under specific projects.

The City of Mesa makes no guarantee that any consultant will receive a project or be able to enter into a specific project contractual relationship with the City of Mesa. The City of Mesa also makes no guarantee of a specific volume of work or a total contracted amount arising from this solicitation. The City of Mesa further makes no guarantee that the quantity of work (whether measured in monetary terms or otherwise) within any category will be spread equally or according to any other specific percentage split among the various consultants on the on-call list for that category.

The City intends to use the on-call list whenever possible. However, the City of Mesa reserves the right to "direct select" consultants not on the on-call lists to perform professional services, even for work within the same category as this solicitation, when it is in the City's best interest to do so, as determined solely by the City. The City of Mesa also reserves the right to issue separate solicitation(s) for a specific project(s), even for work within the same category covered by this solicitation, when it is in the City's best interest to do so. However, the City recognizes the time and expense in preparing an SOQ and anticipates using the lists whenever feasible.

The City reserves the right to establish, by future solicitation, additional categories of on-call consultants for the City's use. Said additional categories may, in some cases, overlap the disciplines and design areas for the category established under this solicitation.

In order to establish a list of on-call consultants from this one solicitation for Consultant On-Call Services for **Electrical, Instrumentation, and Control Inspection and Testing Services**, consultants are required to submit Statements of Qualifications (SOQs).

The next section discusses typical services that may be included in specific projects that ultimately are awarded under this solicitation. Said tasks are typical of this category.

SECTION II – TYPICAL TASKS/SERVICES

The City will partner with the consultant(s) during each project's work-order scoping stage to specifically define the scope of work for each project. The following is a summary of typical services/tasks that may be included in projects' scope of work:

- Task 1 – Design Support Services
- Task 2 – Construction Support Services
- Task 3 – Commissioning Support Services
- Task 4 – Additional Services

Task 1: Design Support Services

Design support services consist of providing advice and technical consultations relative to installation techniques and procedures. The selected consultants may:

- Attend design meetings and project engineering demonstrations
- Support the City with research of existing conditions
- Conduct 60%, 90% and 100% reviews of project plans and specifications
- Support the Engineering Consultant with the understanding of the Water Resources Department's standards for electrical, instrumentation and controls systems
- Be required to participate on the Water Resources Department Process Controls Standards Committee and develop standards for this committee or participate in standards development
- Maintain the Water Resources Department's standards if revisions or acceptable changes have occurred during the design review process.

Task 2: Construction Support Services

Construction support services consist of reviewing equipment submittals, conducting reviews on equipment installation, providing field observation reports, participating in factory testing, reviewing the completeness of required equipment testing documentation, and witnessing the instrumentation calibrations and loop checks.

Task 3: Commissioning Support Services

Commissioning support services consist of providing assistance on instrumentation and control strategy checkout, tuning of control loops, and performing loop tests, troubleshooting for the computer control system programmers, maintaining designated instruments through Final Acceptance, educating the plant staff on the systems, supporting the maintenance staff on developing maintenance procedures for designated equipment and reviewing the accuracy of the record drawing documentation for electrical drawings and process and instrumentation diagrams.

Task 4: Additional Services

The selected consultants may be required to provide arc flash hazardous testing services utilizing a professional Electrical Engineer. The arc flash hazardous testing will include developing existing single line diagrams (record drawings), conducting load calculations for motor control centers, switchgear and power panels, and conducting a power system study. The selected consultants will be required to access energized equipment and provide all arc flash safety personal protective gear that meets National Fire Protection Association (NFPA) requirements.

The selected consultants may be required to develop existing control panel diagrams (record drawings) and to design control panels. Consultants must have an understanding of UL508 requirements

SECTION III – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held at **8:00am on November 29, 2017 at the City of Mesa (Mesa City Plaza – Room 170, 20 E. Main Street, Mesa, AZ 85201)**. At this meeting, City staff will discuss the scope of work, general contract issues and respond to questions from the attendees. Attendance at the pre-submittal conference is not mandatory. All interested firms may submit a Statement of Qualifications whether or not they attend the conference.

All interested firms are encouraged to attend the Pre-Submittal Conference since City staff will not be available for meetings or to respond to individual inquiries regarding the project scope outside of this conference. In addition, there will not be meeting minutes or any other information published from the Pre-Submittal Conference.

SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Each Statement of Qualifications (SOQ) will be evaluated according to the following criteria:

A. General information. (15 points)

Provide a general description of the consulting firm and/or team that is proposing to provide the services, including identifying subconsultants. Provide an organization chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project
2. Length of time with the firm
3. Applicable professional registrations and licenses.

B. Experience and qualifications of the firm/team and key personnel. (60 points)

1. Provide a list of similar projects on which the project team has experience. For each reference project, please provide the following information:
 - a. Description of the project, including project name and location
 - b. Project owner and/or client information
 - c. Role of the firm, including a description of the services provided
 - d. Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project
 - e. Approximate dates services were provided
 - f. Reference information (two contacts including current telephone numbers and correct email addresses, per project)
2. List all City of Mesa projects where the firm/team provided services in the last five years, completed or on-going, that are not already included in the preceding sections.
3. Overall evaluation of the firm/team and its perceived ability to provide the required services will be considered along with the evaluators' perception of the clarity, completeness, and presentation of the Statement of Qualifications. This is to be determined by the selection panel members. No

submittal response is required for this item. Information obtained from the Statement of Qualifications and from any other reliable source may be used in the evaluation and selection process.

C. Current workload, workload with the City of Mesa, and the ability of project team to start immediately. (20 points)

This scoring criterion has two parts: overall workload and existing contracts with the City of Mesa, as further detailed below:

1. Overall Workload and Ability to Start Immediately (up to 5 points):

Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project. Firms that demonstrate their ability to start immediately and to effectively manage this project, in addition to their current workload, may be awarded up to five (5) points for this sub-category.

2. Existing Contracts with the City of Mesa (up to 5 points):

Provide a table or list of current or pending contracts that the firm has with the City of Mesa. ("Pending" status refers to a project the firm has been notified they will be awarded, but the contract has not yet been executed.) Each contract need only be listed once. For example, if the firm and one or more of the proposed team/sub-firms are all employed on the same, current City of Mesa project or contract, that project need only be listed once and will count as one contract (although all firms, including sub-firms, working on the project should still be identified). In the case of a firm holding a Master On-Call Contract with the City of Mesa, each active project order under the master contract will count as a separate project. If a firm has no active project orders under the Master On-Call Contract, the Master On-Call contract will not count towards the reporting requirements of this section.

Contracts for projects within the City of Mesa's incorporated limits held by someone other than the City of Mesa municipal government (e.g., work for the school district or a private developer) need not be listed and do not count as projects under this subcategory.

Firms, with no current or pending contracts with the City of Mesa, will be awarded 5 points. Firms, with between one (1) to three (3) current or pending contracts with the City of Mesa will be awarded three (3) points. Firms with more than three (3) current or pending contracts will receive no points for this subcategory.

D. Principal office location. (5 points)

Identify the physical location of the lead firm's principal office. Five (5) points will be awarded to teams whose lead firm's principal office is physically located within the City of Mesa's incorporated limits (not just a P.O. Box). Three (3) points will be awarded to teams in which 50% or more of their employees live within the City of Mesa's incorporated limits, or whose sub-firms are physically located within City of Mesa's incorporated limits. A statement indicating how this criterion is met shall be required to receive the appropriate points. No points will otherwise be awarded for this category.

SECTION V – SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall include a one-page cover letter, plus a maximum of **10 pages** to address the SOQ evaluation criteria (*excluding* resumes but *including* an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Minimum font size shall be 10pt. Please provide **six (6)** hard copies and **one (1) CD** of the Statement of Qualifications by **2:00pm on December 6, 2017**. The City reserves the right to accept or reject any and all Statements of Qualification. The City is an equal opportunity employer.

Delivered or hand-carried submittals must be delivered to the Engineering Department reception area on the fifth floor of Mesa City Plaza Building in a sealed package. On the submittal package, please display: Firm name and On-Call Electrical, Instrumentation, and Control Inspection and Testing Services.

All submittals should be sent or delivered to:

**CITY OF MESA
ENGINEERING DEPARTMENT
Heather Sneddon
Fifth Floor – Suite 500
City Plaza Building
20 East Main Street
Mesa, Arizona 85201**

If a company wishes to submit a company brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the City files.

Please be advised that failure to comply with the following criteria may be grounds for *disqualification*:

- Receipt of submittal by the specified deadline; please allow enough time to check in at the City Plaza security desk
- Receipt of the number of copies of the submittal specified
- Adherence to maximum page requirement
- Delivery of submittal in correct location
- Delivery in a sealed package with the on-call category for which your firm is submitting clearly labeled
- Providing a signed copy of addenda, if any, in response to this RFQ. It will be the interested firm's responsibility to check the website (see link below) for any updates, including addenda.

<http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

SECTION VI – SELECTION PROCESS AND SCHEDULE

A selection panel will evaluate the SOQs in accordance with the criteria set forth in Section IV above. References may be a factor in determining the final rank-ordered list; ensure the references provided are accurate. The selection panel will produce a rank-ordered list of the submitting firms and no interviews will be conducted as part of the selection process. The top firms receiving the highest evaluations from the selection panel for the on-call category will be on the on-call list.

If interviews are not held, the City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked team, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

If interviews are held, the top three (3) to five (5) ranked firms/teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter giving the criteria to be addressed in the interview of key personnel and the detailed scoring that will be applied during the interview process. The City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked firm/team in the final list, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

The following tentative schedule has been prepared for this selection process:

Pre-Submittal Conference	November 29, 2017 at 8:00am
SOQs Due	December 6, 2017 by 2:00pm
Shortlist Interviews if applicable	Week of January 8, 2018
On-Call list announced	Week of January 15, 2018

Official notification of the status of selection will be by letter which are anticipated to be mailed the week of January 15, 2018.

By submitting an SOQ, the respondent certifies that they have reviewed the City of Mesa's standard contract for professional services, including insurance requirements, and, if selected, will execute the City's required contract without modification or exceptions. The City of Mesa's Professional Master Contract and Professional Services Contract are available on-line at the following links:

<http://mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>
<http://www.mesaaz.gov/business/engineering/engineering-contracts>

SECTION VII – GENERAL INFORMATION

RFQ Lists. This Design Services Request for Qualifications will be listed on the City's web site. The address is: <http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>.

Compliance with Arizona Revised Statutes (ARS). Procurement of professional services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting an SOQ under this solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of ARS Title 34.

Contract Version Updates. If the Contract version changes after this RFQ is issued and prior to contract negotiations, the newer version of the Contracts will be in effect. It will be incumbent upon the respondent to check the City of Mesa Engineering Department's website for updates.

Instructions. The City of Mesa shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum. Firms are to check the City's website to see whether any addenda have been posted.

<http://mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

Duration of On-Call Lists. Unless otherwise determined by the City, the on-call list(s) to be established under this solicitation will become effective on the date the contracts are executed. Unless otherwise determined by the City, the on-call consultants list(s) established under this solicitation will remain valid for one (1) calendar year, with the City reserving the right to extend one or more of the on-call lists by one (1) additional one-year term. Said extension shall be in writing to the firms/teams on the list (or lists) to be extended.

When the list expires, the City anticipates (but makes no guarantee) that a new/replacement on-call list will be established by a separate and future solicitation. The City does not intend to do so, but also reserves the right to cancel or otherwise nullify the on-call list prior to the expiration date(s) stated herein, by written notice to the firms on said list.

If contract negotiations have formally started with a specific consultant for a specific project and/or a specific consultant has started work on a specific project prior to the time the on-call list established under this solicitation becomes effective, the City (at its discretion) will likely direct the consultant to continue work on that project (including having him/her work on subsequent phases or change order work for the same project) regardless of the consultant's status relative to the on-call list. The same exception applies when one on-call list is replaced with a subsequent on-call list (e.g., by a future solicitation when the current list expires). Consultants already employed (or involved in contract negotiations) on specific projects under

force of the previous on-call list will (at the City's discretion) likely continue their work on said projects, regardless of their status relative to the newly-established on-call list.

City Rights. The City of Mesa reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the City until the City executes a written contract.

Protest Policy: Refer to City of Mesa Protest Policy: Procurement Rules at <http://www.mesaaz.gov/home/showdocument?id=8712>, Article 6. Protests, Appeals, Debarments, Confidential Information, and Contract Disputes.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Cooperative Use of Contract. The contract awarded through this procurement process may be extended for use by other governmental agencies and political subdivisions of the State with the approval of the Consultant. Any such usage by other entities must be in accordance with the prices, terms and conditions of the City of Mesa Contract and with the ordinances, charter, rules and regulations of the entity using this Contract. Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City shall not be responsible for any disputes arising out of transactions made by others.

Questions. Questions pertaining to the Design Professional Services selection process or contract issues should be directed to Heather Sneddon of the Engineering Department at heather.sneddon@mesaaz.gov.

Vendor Registration. In order to do business with the City of Mesa, you are required to register in our vendor system. AMS Vendor Self Service (VSS) provides vendors with a single entry point to register, provide payment and contact information, and select commodity interests and business types. All vendors who wish to conduct business with the City will be required to update and maintain all information used for the notification of bid opportunities and issuance of payment in the VSS system. The registration guide can be found at <http://www.mesaaz.gov/vendor/>, the actual web portal is at the bottom of the page.